

**NEIGHBORHOOD CODE COMPLIANCE DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Neighborhood Code Compliance Director	Policy guidance for the operating programs of the Neighborhood Code Compliance Department; including code writing, code interpretation and enforcement policy.	1
Housing and Code Enforcement Deputy Director	Administers the work programs for housing, building and noise code enforcement programs: including code interpretation, and code writing.	1
Neighborhood Services Program Manager	Administers the work programs for the Land Development Code: code writing; code and policy interpretation; and enforcement policy formulation.	1
Graffiti Control Program Manager	Plans, directs and coordinates a comprehensive citywide Graffiti Control Program with education, enforcement and abatement components	1
Senior Civil Engineer	Plan checking; code and policy interpretation; and enforcement policy formulation.	2
Senior Zoning Investigator	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Zoning Investigator	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Senior Combination Inspectors	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Combination Inspector	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Senior Planner	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Community Development Specialist	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Code Compliance Supervisor	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Code Compliance Officers	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Housing Advisory and Appeals Board Members	Obligates and commits NCCD to courses of action. Advises and makes recommendations to decision makers. Makes decisions that may affect real estate interests.	2
NCCD Volunteers with enforcement authority	Obligates and commits NCCD to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analyses, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Consultants	As specified in contract.	4
Hearing Officers	Preside at administrative hearings to ensure due process is afforded; review appropriateness of penalties and administrative actions; issue subpoenas; and issue binding administrative enforcement orders.	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interests in real property located in the City of San Diego, including property located within a two mile radius of any property owned or used by the City.

CATEGORY 2:

- a. Investments and business position in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City facilities.
- c. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the city to use City facilities.
- d. All real property interests within the jurisdiction of the City of San Diego. Jurisdiction includes property within a two mile radius of the City limits.

CATEGORY 3:

All real property interests within the jurisdiction of the City of San Diego. Jurisdiction includes property within a two mile radius of the City limits.

CATEGORY 4:

“Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Director or Deputy Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director or Deputy Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.”